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-2023

ONTARIO DEVELOPMENT CORPORATION

Government  
Publications

# YOUTH VENTURES

GUIDELINES AND APPLICATION  
TO OBTAIN A LOAN OF UP TO

#**7,500**  
TO START UP YOUR OWN  
**YEAR-ROUND  
BUSINESS**

AND  
BE YOUR OWN  
**BOSS**

**YOUTH VENTURES LOANS  
ARE PROVIDED FOR YOUNG  
ENTREPRENEURS BY THE  
MINISTRY OF ECONOMIC  
DEVELOPMENT AND TRADE  
IN PARTNERSHIP WITH THE  
ROYAL BANK OF CANADA,  
LA FÉDÉRATION DES CAISSES  
POPULAIRES DE L'ONTARIO,  
THE ONTARIO CHAMBERS OF  
COMMERCE AND  
PARTICIPATING LOCAL  
CHAMBERS OF COMMERCE/  
BOARDS OF TRADE.**

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IT  
- 2023

# NEW VENTURES AND YOUTH VENTURE

## Training for Loan Applicants

### To help you get your business off to a *RUNNING START*

If you are about to apply for a New Ventures loan (up to \$15,000) or a Youth Venture loan (up to \$7,500), you will be required to participate in a 10-hour small business training program prior to submitting your loan application to the bank.

*Running Start* is designed to assist entrepreneurs to start their new businesses. You must take this training program before you meet with your banker to discuss your loan application. You can choose to attend this course at any of the colleges listed. Although attendance at this course is mandatory, completion of it **does not guarantee approval of your loan application**. However, if your New Ventures or Youth Venture loan is approved, you will be entitled to include course fees in your business plan as part of your start-up costs.

COLLEGE	TELEPHONE #
Algonquin College, Ottawa	(613) 727-4723 Ext. 5199 (Info) (613) 727-9565 (Registration)
Cambrian College, Sudbury	(705) 670-2112
Canadore College, North Bay	(705) 474-7600 Ext. 6555
La Cité Collégiale, Ottawa	(613) 786-2300
Centennial College, Scarborough	(416) 694-3241 Ext. 2608
Conestoga College, Kitchener	(519) 748-3516 (Info) (519) 748-3550 (Registration)
Confederation College, Thunder Bay	(807) 475-6392
Durham College, Oshawa	(905) 721-3340 (Info) (905) 721-3000 (Registration)
Fanshawe College, London	(519) 452-4425
Georgian College, Barrie	(705) 722-1544
Humber College, Toronto	(416) 675-6622 Ext. 3358
Mohawk College, Hamilton	(905) 575-2185
Niagara College, Welland	(905) 684-4315 Ext. 2435
St. Clair College, Windsor	(519) 945-4025
St. Lawrence College, Brockville	(613) 544-5532 Ext. 1663

**Building your small business skills will improve your chances of getting your business off to a *Running Start*.**

## THE COURSE INCLUDES:

- ◆ turning your business idea into a business opportunity;
- ◆ practical information and tips on completing the New Ventures and Youth Venture applications;
- ◆ advice and suggestions on minimizing the risks;
- ◆ strategies for working with your banker;
- ◆ financial advice on record-keeping and cash-flow management;
- ◆ strategies for effective marketing and personal selling;
- ◆ business case studies.

## THE COURSE:

(You must attend both sessions)

One evening

### Module I

Are you an entrepreneur? Commitment is a key factor - Risk-taking - The Business Plan - Business Structures - Legal contracts and agreements - Completing a New Ventures or Youth Venture application

One complete day

**Module II** Small Business Recordkeeping & Financing

**Module III** Marketing & Selling Strategies

Following successful completion of the program, a Letter of Completion of *Running Start* will be provided to you. This letter must accompany your New Ventures or Youth Venture loan application.

We welcome and value your feedback. As part of this program, you may be asked to complete a brief evaluation form on completion of the program.

## HOW TO REGISTER

### Pre-registration is required as training groups are limited.

To register, call the college of your choice at the number listed over. Registrations will be accepted on a first-come, first-served basis. If your first choice is not available, an alternative date will be offered to you. The cost of the course is \$75, including GST and all materials.

Your cheque, made payable to the college at which you will attend the session, must accompany your Registration Form.

**Payment must be received no later than 48 hours prior to the date of course attendance.**

### FEES ARE NOT REFUNDABLE

**Applicants who have completed the Jobs Ontario Self-Employment Training or the Self-Employment Assistance Program are not required to complete the *Running Start* program.**

If the community colleges listed over are not easily accessible to you, please contact the Ministry at (416) 326-5828.

For general information on the New Ventures or Youth Venture Programs, contact the Ontario Development Corporation at (416) 279-1142. For additional information regarding the *Running Start* training program, contact Target Markets at the Ministry of Economic Development and Trade at (416) 326-5828

et du Commerce au (416) 326-5822.

du ministère du Développement économique  
communiquer avec la Section Marchés cibles  
du programme de formation Bon départ,  
renseignements supplémentaires au sujet  
de l'Ontario au (416) 279-1142. Pour des  
municipalités avec la Société de développement  
le programme Jeunes entrepreneurs, com-  
sur le programme Nouvelles entreprises ou  
Pour obtenir des renseignements généraux  
Si vous ne pouvez pas vous rendre facile-

(416) 326-5822.  
avec un ou une responsabilité du ministère au  
figurant sur la liste, veuillez communiquer  
ment à l'un des collèges communautaires  
ment à l'un des collèges communautaires  
avec le programme Bon départ vous

**participer au programme Bon départ.**  
**indépendant n'ont pas besoin de**  
**programme d'aide au travail**  
**programme boulotOntario ou au**  
**indépendants dans le cadre du**  
**formations destinée aux travailleurs**  
**Les personnes qui ont participé à la**

## REMBOURSABLES LES FRAIS NE SONT PAS

cours.

**Les paiements doivent être régus au**  
**plus tard 48 heures avant le début du**  
**collège où vous suivrez le cours.**

Vous devrez joindre à votre formulaire  
d'inscription un chèque libellé à l'ordre du  
collège où vous suivrez le cours.

cout du matériel.  
d'inscription de 75 \$ comprend la TPS et le  
proposer une autre date. Les frais  
premier choix n'est pas disponible, on vous  
laissez elles autour être régus. Si votre  
votre choix au numéro indiqué sur la liste. Les  
Pour vous inscrire, téléphonez au collège de

On exige une preinscription car les groupes de  
formation sont limités.

## COMMENT VOUS INSCRIRE

formulaire d'évaluation.  
on vous demandera de remplir un court  
nous. À la fin du programme de formation,  
vos commentaires sont importants pour  
entreprises.  
entrepreneurs du programme Nouvelles  
dans le cadre du programme Jeunes  
joindre à votre demande de prêt présente  
fournit une attestation que vous dévez  
responsables du programme Bon départ vous  
Si vous terminez avec succès le cours, les

**Module III** Stratégies de marketing et de vente  
**Petites entreprises** Tenue de registres et financement

## UNE JOURNÉE ENTIERE

Nouvelles entreprises  
Jeunes entrepreneurs du programme  
une demande dans le cadre du programme  
juriéques et ententes - Contrats  
structure de l'entreprise - La  
de risques - Le plan d'entreprise - La prise  
L'engagement est un élément-clé - La prise  
Avez-vous le sens de l'entrepreneuriat?

## Module I

### UNE SOIREE

(Vous devrez suivre les deux séances)  
**PLAN DE COURS :**

- ◆ analyses de rentabilité.
- ◆ en valeur de l'entreprise;
- ◆ stratégies de marketing efficaces et de mise  
et la gestion des mouvements de trésorerie;
- ◆ conseils financiers sur la tenue de registres  
responsable de la banque;
- ◆ stratégies pour travailler avec le ou la  
risques;
- ◆ conseils et suggestions pour minimiser les  
nouvelles entreprises;
- ◆ remplir les formulaires de demandes des  
renseignements pratiques et trucs pour  
entrepreneur une idée en une

**CE COURS :** VOICI LES POINTS COUVERTS PAR



**En développant vos compétences de chef d'une petite entreprise, vous augmenterez vos chances de prendre un *Bon départ*.**

COLLEGE	N° DE TÉLÉPHONE
Collège Algonquin, Ottawa (613) 727-4723 poste 5199 (info.)	Collège Algonquin, Ottawa (613) 727-9565 (info.)
Collège Cambrian, Sudbury (705) 670-2112	Collège Cambrian, Sudbury (613) 727-9565 (info.)
Collège Canadore, North Bay (705) 474-7600 poste 6555	Collège Canadore, North Bay (705) 474-7600 poste 6555
La Cité collégiale, Ottawa (416) 694-3241 poste 2608	La Cité collégiale, Ottawa (416) 694-3241 poste 2608
Collège CentenniaL, Scarborough (519) 748-3516 (info.)	Collège CentenniaL, Scarborough (519) 748-3550 (info.)
Collège Confederation, Thunder Bay (807) 475-6392	Collège Confederation, Thunder Bay (807) 475-6392
Collège Durham, Oshawa (905) 721-3340 (info.)	Collège Durham, Oshawa (905) 721-3000 (info.)
Collège Fanshawe, London (519) 452-4425	Collège Fanshawe, London (905) 721-3000 (info.)
Collège Georgian, Barrie (705) 722-1544	Collège Georgian, Barrie (705) 722-1544
Collège Mohawk, Hamilton (905) 575-2185	Collège Mohawk, Hamilton (416) 675-6622 poste 3358
Collège Niagara, Welland (905) 684-4315 poste 2435	Collège Niagara, Welland (905) 684-4315 poste 2435
Collège St. Lawrence, Brockville (613) 544-5532 poste 1663	Collège St. Lawrence, Brockville (613) 544-5532 poste 1663

## COLLEGE

Comment vous assurer que votre entreprise prend un **BON DÉPART** pour aider les entreprises à mettre sur pied leur nouvelle compagnie pour faire une demande de prêt dans le cadre du programme Nouvelles entreprises (jusqu'à 15 000 \$) ou du programme de formation sur les petites entreprises d'une durée de 10 heures, avant de soumettre votre demande de prêt à la banque.

Si vous avez l'intention de faire une demande de prêt dans le cadre du programme Nouvelles entreprises (jusqu'à 15 000 \$) ou du programme de formation sur les petites entreprises (jusqu'à 7 500 \$), vous devrez participer à un programme de formation avancée de rencontrer le ou la responsable de la banque pour discuter de votre demande de prêt. Vous pouvez demander pour participer à ce programme. Vous devrez participer à la demande pour participer à ce programme de formation pour faire une demande de prêt à la banque.

**Formation pour les personnes demandant un prêt dans le cadre des programmes Jeunes entrepreneurs et Nouvelles entreprises**

# JEUNES ENTREPRENEURS

## ET

# NOUVELLES ENTREPRISES

**LE BEEB BON DÉPART**

# **YOUTH VENTURES**

Youth Ventures is a personal loan of up to \$7,500 to young entrepreneurs who wish to start their own independent business. The loan is guaranteed by the Province of Ontario.

*A floating interest rate of prime, plus one per cent, will be charged to successful candidates. Interest only is payable for the first 12 months; in the thirteenth month principal and interest payments begin and continue for a maximum of 48 months for full repayment of the loan.*

*Please read carefully.* If you have any questions, or are in doubt whether you or the business you wish to start is eligible, please call the Youth Hotline toll free at **1-800-387-0777**.

## **ELIGIBILITY**

### **Applicant**

1. To be eligible for the loan you are between the ages of 18-29 and not attending school full-time at the time of application.
2. You must be a Canadian Citizen, or have Landed Immigrant status in Canada, and be a resident of Ontario.
3. If the business is a partnership, *all* partners must be eligible for the loan and therefore meet the criteria stated above. Each partner must complete a separate personal information sheet. Each applicant is responsible for full repayment of the loan. (A partnership agreement must be enclosed with application.)
4. If the business is a corporation, you must be the majority shareholder, 51% or more, and be responsible for the day to day operations of the company.
5. If the business is a Worker Co-op, each Co-op member must be an eligible co-applicant and complete a separate Personal Information section as provided in both the working copy and in the final application. For more information about Worker Co-ops, please call or write:  
Cooperative Development Services  
Ministry of Finance  
555 Yonge Street, 6<sup>th</sup> floor  
Toronto, ON M7A 2H6  
Tel.: (416) 326-9350

## **BUSINESS**

1. The business must fall within the generally accepted definitions of an independent business. For example,
  - the owner cannot be directed as to how, when or where the work is to be performed;

- the majority of sales cannot be derived from one customer only if the survival of the business is affected with the loss of that customer;
- and tools of the business must be provided by the business owner.

2. The business must be operated in Ontario.
3. Only *new* businesses are eligible for funding under this program. A new business is one that has been registered, incorporated or operating no more than three (3) months prior to the application date. The loan *may not* be used to:
  - finance existing debts;
  - purchase an existing business, or to assume the clients or name of a business which is already operating, or has ceased operation within six months of purchase;
  - purchase the assets of a business and operate a similar business on the same premises as that which failed or ceased operations within six months of purchase;
  - operate an extension of an already existing business (information to prove new business status may be requested).
4. The loan must be used to cover *essential* start-up costs of a new business. The loan may not be used to refinance existing debt, or for the sole purchase of one item, i.e. vehicle.
5. Seasonal businesses are ineligible (i.e. lawn care, snow-ploughing). The business must operate 12 months a year.
6. You and/or your business are eligible for only one Youth Ventures loan in your lifetime.
7. Businesses which have received a Student Venture loan, and meet all other eligibility criteria *may qualify* for program assistance.
8. Individuals/partners who have received funding under New Ventures are *ineligible* for funding under the Youth Ventures Program or vice versa.
9. The following business types are *ineligible* for funding under Youth Ventures:
  - product distribution, multi-level marketing; commissioned sales;
  - professionals such as doctors, lawyers, chiropractors, veterinarians, accountants, engineers, and dentists cannot use the loan to start-up a related business;
  - agricultural ventures;
  - franchises (individuals interested in operating a franchise may contact the Small Business Hotline at 1-800-567-2345 or (416) 963-0050 in Toronto, or your local Business Self-Help Office. See page 3).

## HOW TO APPLY

1. To complete the application, review the resource material included to help you research and plan your business. This is a crucial stage in setting up your business.  
*The better prepared you are before you start, the better your chances are for success.*  
Small Business Ontario offers several publications, including "Starting a Small Business in Ontario", "How to Prepare a Business Plan", and "Marketing for a Small Business". These books concentrate on what you should do before making important business start-up decisions and list many sources of assistance that are available to you. They may be obtained by visiting any of the Business Self-Help Offices (see page 3).
2. Complete the personal information sheet, written business plan and cashflow forecast of the application. Additional information such as copies of registrations, licences, market research, detailed analysis, or communications strategies, should be attached to the application.  
*Incomplete business proposals will not be accepted.*
3. *Keep the working copy* of your proposal for your records.
4. *Take your completed application to one of the participating branches of the Royal Bank or caisses populaires* in the community where you intend to operate your business. These branches are listed on pages 5 and 6. A personal interview will be scheduled for you with a lending officer who will review your application.
5. Following your interview, the lending officer will provide a decision to you within two weeks, unless additional information is requested.
6. Applicant(s) must attend a mandatory *Running Start* small business start-up seminar. A certificate of attendance (provided upon completion of the seminar) **must accompany your application** form in order for it to be processed. Registration and scheduling information may be obtained at the lending institution or by calling the Ministry of Economic Development and Trade's Target Markets group at (416) 326-5828 or (416) 326-5824.
7. In the case of a Worker Co-op, the applicant(s) must be endorsed by and registered with the Ontario Worker Co-op Federation.

Please note that the minimum number of Youth Ventures loan approvals per Worker Co-op is limited to three (3) or a maximum accumulated loan value of \$22,500. Each Worker Co-op member applying for and receiving a Youth Ventures loan must sign a promissory note and each member is personally responsible for their individual loan.

## PROGRAM REGULATIONS

If your Youth Ventures loan is approved, you will be required to meet all program requirements and policies. *It is important that you read the following requirements thoroughly. Failure to follow them may result in immediate recall of the loan.*

1. You will be required to sign a Loan Agreement and Promissory Note (which outlines the terms and conditions of the loan) and open a business account at the Royal Bank or les Caisses and maintain it for the purpose of this loan. **Read your Loan Agreement carefully.**
2. You must begin activity related to the operation of your business within **4 weeks** of receiving your loan. **Your loan will be recalled if you do not begin operations within this time frame.**
3. At the time of loan approval, you must make a minimum cash equity contribution in the business, equal to 20% of the loan amount requested. For example, if you are requesting the full loan amount of \$7,500, a \$1,500 contribution must be made. This contribution must be made in cash. In-kind contributions may be accepted provided invoices and other supporting documents are presented with the application and the invoices cannot be dated more than three months old.
4. You may be required to pay an administration fee if your loan is approved. This amount may be deducted from your loan proceeds by the approving lending institution.
5. Any licenses, permits or insurances which apply to your business must be obtained.
6. A completed Business Review outlining the financial status of your business must be completed at the end of the 2nd and 4th year following approval of the loan. Business Review forms will be provided when your proposal has been approved.
7. Within 6 weeks of obtaining the loan, you must submit the Certificate of Expenditures (Schedule "A") and Schedule of Expenditures (Schedule "B") with original invoices supporting your start-up costs to the Youth Ventures Program Office.
8. You must make monthly payments of *interest only* during the first 12 months of the loan term from the date of the loan disbursement. Thereafter, payments must include *principal plus interest* whereby, the principal is reduced by 25% per year over the next four years.
9. Contravention of the program regulations will result in default on the Youth Ventures loan and collection procedures will be implemented. Loan collection procedures will be initiated by the government's Central Collection Service. Your credit rating will be affected and you will be ineligible for any future Venture Capital loans or grants, and loans under the Ontario Student Assistance Program.

# BUSINESS SELF-HELP OFFICES

Business Self-Help Offices, co-sponsored by local government and the Ministry of Economic Development and Trade, provide walk-in resource facilities to help you plan your business. Counselling is also available, free of charge, to help you review your completed business plan.

## CENTRAL ONTARIO

Barrie Business Self-Help Office  
24 Maple Avenue  
**Barrie**, Ontario L4N 7W4  
(705) 734-3889  
Fax (705) 739-9385

Brampton Business Self-Help Office  
City Hall - 6th Floor  
2 Wellington Street West  
**Brampton**, Ontario L6Y 4R2  
(905) 874-2650  
Fax (905) 874-2670

Huntsville Business Self-Help Office  
8 West Street North  
**Huntsville**, Ontario P0A 1K0  
(705) 789-6693  
Fax (705) 789-6191

Markham Business Self-Help Office  
Markham Civic Centre  
1010 Town Centre Boulevard  
**Markham**, Ontario L3R 9W3  
(905) 475-4890  
Fax (905) 475-4708

Mississauga Business Self-Help Office  
City Hall  
300 City Centre Drive, 3rd Floor  
**Mississauga**, Ontario L5B 3C1  
(905) 615-3275  
Fax (905) 896-5931

Newcomers Business Self-Help Office  
George Brown College  
145 Front Street East, Suite 102  
**Toronto**, Ontario M5A 1E3  
(416) 867-2370  
Fax (416) 867-2371

Queen's Park Business Self-Help Office  
Main Floor - Macdonald Block  
900 Bay Street  
**Toronto**, Ontario M7A 2E1  
(416) 325-6532  
Fax (416) 326-5835

City of Scarborough Business Self-Help Office  
150 Borough Drive, 1st Floor  
**Scarborough**, Ontario M1P 4N7  
(416) 396-7169  
Fax (416) 396-7217

City of Toronto Business Self-Help Office  
Main Floor - City Hall  
**Toronto**, Ontario M5H 2N2  
(416) 392-6646  
Fax (416) 392-0797

Vaughan Business Self-Help Office  
2141 Major Mackenzie Drive  
**Vaughan** (Maple), Ontario L6A 1T1  
(905) 832-8545  
Fax (905) 832-6248

## SOUTHWESTERN ONTARIO

Brantford Business Self-Help Office  
City Hall - 100 Wellington Square  
**Brantford**, Ontario N3T 2M3  
(519) 759-4150 Ext. 256  
Fax (519) 752-6775  
1-800-563-9999

Hamilton-Wentworth Business Advisory Centre  
7 Innovation Drive, Suite 100  
**Hamilton**, Ontario L9J 1K3  
(905) 689-2400  
Fax (905) 689-2200

Kitchener Business Self-Help Office  
200 King Street West  
P.O. Box 118  
**Kitchener**, Ontario N2G 4G7  
(519) 741-2604  
Fax (519) 741-2722

London Business Self-Help Office  
1764 Oxford Street East  
**London**, Ontario N5V 3R6  
(519) 659-2882  
Fax (519) 659-6444

St. Catharines/Niagara Business Self-Help Office  
City Hall  
50 Church Street, 2nd Floor  
**St. Catharines**, Ontario L2R 7C2  
(905) 688-5600  
Fax (905) 682-3631

Windsor-Essex Business Self-Help Office  
333 Riverside Drive West, Suite 106  
**Windsor**, Ontario N9A 5K4  
(519) 253-6900  
Fax (519) 255-9987

## EASTERN ONTARIO

Cornwall Business Self-Help Office  
340 Pitt Street  
**Cornwall**, Ontario K6H 5T9  
(613) 933-0074  
Fax (613) 933-0745

Kingston Business Self-Help Office  
275 Ontario Street, Suite 100  
**Kingston**, Ontario K7K 2X5  
(613) 544-2725  
Fax (613) 546-2882

Hastings Business Self-Help Office  
228 Church Street  
P.O. Box 4400  
**Belleville**, Ontario K8N 3A9  
(613) 966-0234  
Fax (613) 966-2574

Hawkesbury Business Self-Help Office  
600 Higginson Street  
**Hawkesbury**, Ontario K6A 1H1  
(613) 632-7057  
Fax (613) 632-8694

Northumberland Business Self-Help Office  
The Fleming Building, Suite 202  
1005 William Street  
**Cobourg**, Ontario K9A 5J4  
(905) 372-9279  
Fax (905) 372-1306

Ottawa-Carleton Business Self-Help Office  
111 Lisgar Street, Main Floor  
**Ottawa**, Ontario K2P 2L7  
(613) 560-6081  
Fax (613) 560-2102

Peterborough Business Self-Help Office  
City Hall  
500 George Street North  
**Peterborough**, Ontario K9H 3R9  
(705) 876-4602  
Fax (705) 742-5218

Renfrew Business Self-Help Office  
2 - 50 Prince Avenue West  
**Renfrew**, Ontario K7V 2T9  
(613) 432-6848  
Fax (613) 432-7810

Smiths Falls Business Self-Help Office  
77 Beckwith Street North  
**Smiths Falls**, Ontario K7A 2B8  
(613) 283-4124  
Fax (613) 283-1253

## NORTHERN ONTARIO

North Bay Business Self-Help Office  
200 McIntyre Street East  
P.O. Box 360  
**North Bay**, Ontario P1B 8H8  
(705) 474-0400  
Fax (705) 474-4493

Sault Ste. Marie/Algoma Business  
Self-Help Office  
99 Foster Drive, 3rd Floor  
**Sault Ste. Marie**, Ontario P6A 5X6  
(705) 759-5461  
1-800-565-4507  
Fax (705) 759-2185

Sudbury Business Self-Help Office  
Civic Square - West Tower  
200 Brady Street  
**Sudbury**, Ontario P3E 5K3  
(705) 688-7582  
1-800-668-7582  
Fax (705) 671-6767

Timmins Business Self-Help Office  
54 Spruce Street South, Suite 103  
**Timmins**, Ontario P4N 2M5  
(705) 264-3400  
1-800-461-2936  
Fax (705) 360-1394

Thunder Bay & Area Business Self-Help Office  
Royal Bank Building, Suite 203  
620 Victoria Avenue East  
**Thunder Bay**, Ontario P7C 1A9  
(807) 622-3120  
1-800-668-9360  
Fax (807) 623-3962

District of Timiskaming Business Self-Help Office  
95 Meridian Avenue  
**Haileybury**, Ontario P0J 1K0  
(705) 672-5155  
1-800-361-2281  
Fax (705) 672-5466

## SMALL BUSINESS RESOURCE CENTRES

(Limited Consulting Services Available)

Chatham/Kent Small Business  
Resource Centre  
Civic Centre  
315 King Street West  
P.O. Box 640  
**Chatham**, Ontario N7M 5K8  
(519) 436-3284  
Fax (519) 436-3237

Elliot Lake Resource Centre  
1 Newfoundland Walk  
**Elliot Lake**, Ontario P5A 1Z5  
(705) 461-7240  
Fax (705) 461-7248

South Bruce Resource Centre  
515 Goderich Street  
Maple Square Mall  
**Port Elgin**, Ontario N0H 2C4  
(519) 389-4121  
Fax (519) 389-4735

Huron County Small Business Resource Centre  
138 Main Street South  
**Seaforth**, Ontario N0R 1W0  
(519) 527-0305  
1-800-268-2590  
Fax (519) 527-2240 or (519) 527-2245

United Counties of Stormont,  
Dundas and Glengarry  
P.O. Box 364  
594 St. Lawrence Street  
**Winchester**, Ontario K0C 2K0  
(613) 774-1234  
Fax (613) 774-2232

# **REFERENCE LIST FOR BUSINESS SERVICES**

The lists on pages 3 to 6 are complete and accurate at the time of printing but are subject to change. Up-to-date information may be obtained by calling the **Youth Hotline at 1-800-387-0777**.

## **ENTERPRISE CENTRES**

YMCA Youth Enterprise is designed to provide consulting, training and support to young entrepreneurs. For further information contact:

### ***The YMCA of Metropolitan Toronto***

Enterprise Centre  
15 Robina Avenue  
Toronto, Ontario M6C 3Y4  
(416) 651-0010

### ***Ottawa YMCA-YWCA***

Enterprise Centre  
1550 Carling Ave.  
Ottawa, Ontario K1Z 8S8  
(613) 728-6925

New Enterprise Workshop (N.E.W.) is a comprehensive consulting service for entrepreneurs 18-24 years of age. Services provided include seminars and workshops, outreach consulting, networking and accounting. For further information contact:

### ***New Enterprise Workshop (N.E.W.)***

1071 King Street West, Suite 321  
Toronto, Ontario M6K 3K2  
(416) 345-8228  
Fax (416) 345-9044

## **LIST OF PARTICIPATING LENDERS**

The following branches of the Royal Bank and la Fédération des caisses populaires de l'Ontario will accept and review Youth Ventures applications. You must take your application to the Royal Bank branch or caisse populaire nearest to the community in which you intend to operate your business. An interview will be arranged for you with a small business lender to assess your proposal and either approve or decline your loan application.

This list is accurate at the time of printing but occasionally branches or caisses populaires accepting Youth Ventures applications may change. Up-to-date information may be obtained by calling the Youth Hotline at **1-800-387-0777** toll free.

<b>ROYAL BANK BRANCHES</b>	AURORA (905) 841-2028 *92 Yonge Street North	BRADFORD (905) 775-3396 BRAMPTON (905) 458-3200 *8177 Torbram Rd.	CAMPBELLFORD (705) 653-2210
AJAX (905) 683-2291 Main Branch	AYLMER (519) 773-3136	BRANTFORD (519) 753-4121 *32 Market Street	CARLETON PLACE (613) 257-3800
ALEXANDRIA (613) 525-3885	BARRIE (705) 734-4400 *53 Bayfield Street	BROCKVILLE (613) 345-1471	CASSELMAN (613) 764-5259
AMHERSTBURG (519) 736-6466	BELLE RIVER (519) 728-3413 *241 Front Street	BURK'S FALLS (705) 382-2906	CHAPLEAU (705) 864-0570
ANCASTER (905) 648-4411	BLENHEIM (519) 676-8101	BURLINGTON (905) 335-7253	CHATHAM (519) 354-6430
APPIN (519) 264-1112	BLIND RIVER (705) 356-2212	*3405 Harvester Rd.	*213 King St. W.
ARNPRIOR (613) 623-6526	BOWMANVILLE (905) 623-4471	CAMBRIDGE (519) 740-5300	COBOURG (905) 372-2101
ARTHUR (519) 848-2532	BRACEBRIDGE (705) 645-3001	*15 Shelton Dr.	COLLINGWOOD (705) 445-5852
ATIKOKAN (807) 597-6905			CONCORD (905) 828-6039
			*2780 Highway 7

CORNWALL (613) 930-2500  
Main Branch  
CRYSLER (613) 987-2082  
DRYDEN (807) 223-5251  
DUNDAS (905) 627-3577  
DUNNVILLE (905) 774-7421  
DURHAM (519) 369-2512  
ELLIOTT LAKE  
(705) 461-9225  
ELMIRA (905) 699-1555  
★EMBRUN (613) 443-1932  
ESPAÑOLA (705) 869-3241  
ESSEX (519) 776-5217  
EXETER (519) 235-2111  
FERGUS (519) 843-2590  
FORT ERIE (905) 871-5800  
FORT FRANCES  
(807) 274-7758  
GEORGETOWN  
(905) 877-5181 Main Branch  
GERALDTON (807) 854-0691  
GODERICH (519) 524-2626  
GRAVENHURST  
(705) 687-3436  
GUELPH (519) 824-6800  
★74 Wyndham Street  
HAMILTON (905) 521-2000  
★28 James St. S.  
HAMILTON EAST  
(905) 578-5620  
★54 Centennial Parkway  
HANOVER (519) 364-3580  
HAWKESBURY  
(613) 632-8568  
HUNTSVILLE (705) 788-7000  
INGERSOLL (519) 485-3710  
KENORA (807) 468-8921  
KINCARDINE (519) 396-3481  
KINGSTON (613) 545-1884  
★207 Princess St.  
KINGSVILLE (519) 733-2333  
KIRKLAND LAKE  
(705) 567-5386  
KITCHENER/WATERLOO  
(519) 744-1190  
★824 King St. W.  
LAKEFIELD (705) 652-6713  
LAMBETH (519) 652-3523  
LEAMINGTON  
(519) 322-2821

LINDSAY (705) 324-6151  
LONDON (519) 661-1150  
★383 Richmond Street  
MANOTICK (613) 692-3523  
MARKHAM (905) 474-4010  
★7481 Woodbine Ave.  
MASSEY (705) 865-2400  
METCALFE (613) 821-2021  
MIDLAND (705) 526-4221  
MILTON (905) 875-0600  
MISSISSAUGA (905) 897-8000  
★33 City Centre Drive  
NAPANEE (613) 354-2107  
NEW HAMBURG  
(519) 662-1263  
NEW LISKEARD  
(705) 647-6891  
NEWMARKET  
(905) 895-1246  
NIAGARA FALLS  
(905) 357-9021  
★4491 Queen Street  
NIAGARA-ON-THE-LAKE  
(905) 468-3288  
NIPIGON (807) 887-3138  
NORTH BAY (705) 472-5470  
Main Branch  
OAKVILLE (905) 849-4100  
★1027 Speers Rd.  
ORANGEVILLE  
(519) 942-0421  
ORILLIA (705) 326-6414  
Main Branch  
ORLEANS (613) 837-1570  
OSHAWA (905) 436-7421  
★40 King Street West  
OTTAWA  
★1296, avenue Carling  
(613) 729-1746  
★90, rue Sparks (613) 564-3100  
★1535, rue Bank (613) 733-3850  
OWEN SOUND  
(519) 376-2570  
PAISLEY (519) 353-5693  
PARRY SOUND  
(705) 746-2144  
PEMBROKE (613) 735-0601  
PERTH (613) 267-2277  
PETERBOROUGH  
(705) 745-2481  
★401 George St. N.  
PLANTAGENET  
(613) 673-5167  
PORT COLBORNE  
(905) 835-1153

PORT DOVER  
(519) 583-0941  
PORT HOPE (905) 885-6306  
PORT PERRY  
(905) 985-7316  
PRESCOTT (613) 925-2861  
RENFREW (613) 432-4881  
RICHMOND HILL  
(416) 764-4430  
260 East Beaver Creek Rd.  
RIDGETOWN (519) 674-5468  
ST. CATHARINES  
(905) 641-0553  
★Main Branch  
ST. MARY'S (519) 284-1600  
ST. THOMAS, East End  
(519) 631-7470  
★1099 Talbot Street  
SARNIA (519) 332-6800  
★230 North Christina Street  
SAULT STE. MARIE  
(705) 759-7000  
★602 Queen Street East  
SHARBOT LAKE  
(613) 279-3191  
SHELBURNE (519) 925-2023  
SIMCOE (519) 426-3800  
SMITHS FALLS  
(613) 285-7660  
SMOOTH ROCK FALLS  
(705) 338-2794  
SOUTH RIVER  
(705) 386-2312  
SPENCERVILLE  
(613) 658-3032  
STAYNER (705) 428-2843  
STONEY CREEK  
(905) 664-4409  
★Gray's Rd. & Highway 8  
STRATFORD (519) 271-6880  
Main Branch  
STRATHROY (519) 245-5402  
★86 Front Street  
STURGEON FALLS  
(705) 753-1010  
SUDBURY (705) 688-4700  
★72 Durham St. S.  
THOROLD (905) 227-5262  
THUNDER BAY  
(807) 623-5101  
★620 Victoria Ave. E.  
1 South Cumberland St.  
(807) 343-1800  
TILLSONBURG  
(519) 842-7321  
TIMMINS (705) 267-7171  
★Main Branch

METRO TORONTO  
★Toronto Main Branch  
(416) 974-5151  
★Bloor & Yonge (416) 974-2749  
★Danforth & Dawes  
(416) 699-9665  
Woodbine & Danforth  
(416) 425-9220  
★Dundas & Spadina  
(416) 974-5581  
111 Grangeway Ave.  
(416) 289-5625  
★20 King St. W. (416) 974-8872  
Spadina & College  
(416) 974-2648  
College & Bathurst  
(416) 974-2137  
3555 Lakeshore West  
(416) 259-9223  
★26 St. Clair (416) 974-7821  
★1090 Don Mills Road  
(416) 510-5500  
★907A Alness St.  
(416) 661-2185  
★Weston & Finch  
(416) 741-4121  
★4881 Yonge Street  
(416) 512-4620  
Dolomite & Alness  
(416) 661-2135  
★970 Lawrence Ave. West  
(416) 784-3940  
Rexdale & Martingrove  
(416) 745-7200  
TRENTON (613) 392-9251  
VAL CARON (705) 897-4903  
WALLACEBURG  
(519) 627-1484  
★WATERDOWN  
(905) 689-6655  
WATFORD (519) 876-2128  
WAWA (705) 856-2261  
WELLAND (905) 735-7910  
★Main Branch  
WHITBY (905) 668-9358  
Main Branch  
WIARTON (519) 534-1040  
WINCHESTER  
(613) 774-2290  
WINDSOR (519) 972-7770  
★3155 Howard Ave.  
WOODBRIDGE  
(905) 856-3800  
WOODSTOCK  
(519) 537-5574 Main Branch  
★Independent Business Centres

**CAISSES POPULAIRES**  
Fédération des caisses populaires de l'Ontario Inc.  
450, rue Rideau  
3e étage  
Ottawa (Ontario) K1N 5Z4  
(613) 789-7777

#### **CHAPITRE DE LA COMMUNAUTÉ**

#### **URBAINE D'OTTAWA**

Caisse populaire de Carlsbad Springs  
6443, chemin Russell  
Carlsbad Springs (Ontario)  
K0A 1K0  
(613) 822-1242

Caisse populaire Champlain d'Ottawa  
1051, rue Wellington  
Ottawa (Ontario) K1Y 2Y1  
(613) 725-1046

Caisse populaire de Clarence Creek  
C.P. 119  
Clarence Creek (Ontario) K0A 1N0  
(613) 488-2471

Caisse populaire Trillium Inc.  
1173, chemin Cyrville  
Gloucester (Ontario) K1J 7S5  
(613) 745-2123

Caisse populaire de Limoges  
249, rue du Parc, C.P. 160  
Limoges (Ontario) K0A 2M0  
(613) 443-3457

Caisse populaire Notre-Dame d'Ottawa  
293, rue Dalhousie  
Ottawa (Ontario) K1N 7E5  
(613) 241-1316

Caisse populaire d'Orléans  
2591, boulevard St-Joseph  
Orléans (Ontario) K1C 1G4  
(613) 824-6363

Caisse populaire St-Charles d'Ottawa,  
99, avenue Beechwood  
Ottawa (Ontario) K1M 1L7  
(613) 745-0071

Caisse populaire St-Jean Baptiste d'Ottawa  
725, rue Somerset ouest  
Ottawa (Ontario) K1R 6P7  
(613) 238-5544

Caisse populaire Ste-Anne Laurier d'Ottawa  
550, ancienne rue St-Patrick  
Bureau 200  
Ottawa (Ontario) K1N 5L5  
(613) 789-4564

Caisse populaire Ste-Geneviève  
2211, rue Arch  
Ottawa (Ontario) K1G 2H5  
(613) 521-8060

Caisse populaire de Sarsfield  
2945, chemin Colonial  
Sarsfield (Ontario) K0A 3E0  
(613) 835-2191

#### **CHAPITRE ST-LAURENT-OUTAOUAIS**

Caisse populaire Alexandria  
255, rue Main sud  
Alexandria (Ontario) K0C 1A0  
(613) 525-2141

Caisse populaire d'Alfred  
499, rue St-Philippe  
Alfred (Ontario) K0B 1A0  
(613) 679-2221

Caisse populaire de Casselman  
751, rue St-Jean, C.P. 280  
Casselman (Ontario) K0A 1M0  
(613) 764-2063

Caisse populaire de Cornwall-Nord  
840, rue Pitt  
Cornwall (Ontario) K6J 3S2  
(613) 932-4513

Caisse populaire de Cornwall-Est  
201, chemin Montréal  
Cornwall (Ontario) K6H 1B5  
(613) 933-2113

Caisse populaire de Fournier  
C.P. 55  
Fournier (Ontario) K0B 1G0  
(613) 524-2039

Caisse populaire de Hammond  
3118, chemin Gendron  
Hammond (Ontario) K0A 2A0  
(613) 487-2073

Caisse populaire de Hawkesbury  
480, rue Principale est, C.P. 215  
Hawkesbury (Ontario)  
K6A 2R8  
(613) 632-7024

Caisse populaire de St-Albert  
C.P. 71  
St-Albert (Ontario) K0A 3C0  
(613) 987-2823

Caisse populaire St-Bernardin  
St-Bernardin (Ontario) K0B 1N0  
(613) 678-2015

Caisse populaire de St-Isidore  
130, Ste-Catherine  
St-Isidore (Ontario) K0C 2B0  
(613) 524-2181/524-2584

Caisse populaire d'Embrun  
859, rue Notre-Dame  
Embrun (Ontario) K0A 1W0  
(613) 443-2992

Caisse populaire de St-Pascal Baylon  
C.P. 38  
St-Pascal Baylon (Ontario)  
K0A 3N0  
(613) 488-2717

Caisse populaire Ste-Anne de Prescott  
720, rue Principale  
Ste-Anne de Prescott (Ontario)  
K0B 1M0  
(613) 674-2001

#### **CHAPITRE DU GRAND-NORD**

Caisse populaire de Cochrane  
187, 5e avenue, C.P. 1868  
Cochrane (Ontario) P0L 1C0  
(705) 272-4258

Caisse populaire d'Earlton  
29, 10e Rue, C.P. 130  
Earlton (Ontario) P0J 1E0  
(705) 563-2573

Caisse populaire de Mattice  
C.P. 178  
Mattice (Ontario) P0L 1T0  
(705) 365-4441

Caisse populaire de New Liskeard  
138, avenue Whitewood  
C.P. 1555  
New Liskeard (Ontario) P0J 1P0  
(705) 647-7632

Caisse populaire St-Laurent (Ramore)  
362 Ferguson Hwy.  
Ramore (Ontario) P0K 1R0  
(705) 236-4061

Caisse populaire Ste-Anne d'Hallébourg  
Hallébourg (Ontario) P0L 1L0  
(705) 362-5593

Caisse populaire d'Iroquois Falls  
165, rue Main  
Iroquois Falls (Ontario) P0K 1G0  
(705) 232-5211

Caisse populaire de Vale Gagné  
577, rue Principale, C.P. 69  
Val Gagné (Ontario) P0K 1W0  
(705) 232-6877

#### **CHAPITRE DE SUDBURY**

Caisse populaire d'Azilda  
43, rue Notre-Dame, C.P. 550  
Azilda (Ontario) P0M 1B0  
(705) 983-4274

Caisse populaire Lasalle de Sudbury  
1380, boulevard Lasalle  
Sudbury (Ontario) P3A 1Y7  
(705) 566-3644

Caisse populaire Cartier-Dowling  
Chemin 144  
Dowling (Ontario) P0M 1R0  
(705) 855-9066

Caisse populaire de Chelmsford  
29, rue Main, C.P. 968  
Chelmsford (Ontario) P0M 1L0  
(705) 855-9018

Caisse populaire d'Espanola  
147, rue Tudhope  
Espanola (Ontario) P0P 1C0  
(705) 869-2317/869-4511

Caisse populaire de Val Caron  
3077, route 69 nord  
Val Caron (Ontario) P0M 3A0  
(705) 897-6701

Caisse populaire Roussel de Coniston  
27, rue Edward nord  
C.P. 398

Coniston (Ontario) P0M 1M0  
(705) 694-4743

Caisse populaire La Toussaint  
1476, promenade Bancroft  
Sudbury (Ontario) P3B 1R5  
(705) 566-6898

Caisse populaire St-Jacques de Hanmer  
4471, rue Notre-Dame C.P. 880

Hanmer (Ontario) P0M 1Y0  
(705) 969-2052/969-4541

Caisse populaire St-Jean-de-Brébeuf  
531, avenue Notre-Dame  
Sudbury (Ontario) P3C 5L1  
(705) 674-4234

Caisse populaire Ste-Anne de Sudbury  
190, rue Larch  
Sudbury (Ontario) P3E 1C5  
(705) 673-8448

#### **CHAPITRE DU SUD-OUEST – RÉGION D'ESSEX**

Caisse populaire de Pointe-aux-Roches  
6900, chemin Tecumseh C.P. 100  
Pointe-aux-Roches (Ontario) N0R 1N0  
(519) 798-3026

Caisse populaire de Técumseh  
1120, rue Lespérance  
Técumseh (Ontario) N8N 1X2  
(519) 735-6069/735-6060

#### **CHAPITRE DU SUD-OUEST – RÉGION NIAGARA**

Caisse populaire de Port Colborne  
287, rue Killaly est  
Port Colborne (Ontario) L3K 1P3  
(905) 834-4811

Caisse populaire de Welland  
59, rue Empire  
Welland (Ontario) L3B 2L3  
(905) 735-3453

Please read the guidelines and instructions *before* completing your business proposal.

# YOUTH VENTURES

**APPLICATION**  
( WORKING COPY )

# PERSONAL INFORMATION SHEET

*A separate personal information sheet must be completed for each partner if the business operates as a partnership each shareholder for a corporation, and each co-op member for a Worker Co-op. Print clearly.*

We will need to contact you to inform you of the status of your application or possibly to obtain further information. Please ensure that all information is accurate. Remember to sign your application. N.B. Youth Ventures loans are personal loans and should the business fail, applicants are still personally liable for repayment of any balance outstanding to the Province of Ontario.

## 1. BUSINESS INFORMATION

A) STATE THE FULL NAME AND ADDRESS OF YOUR PROPOSED BUSINESS

BUSINESS NAME:	BUSINESS TELEPHONE NO. (      ) POSTAL CODE:  [REDACTED]
BUSINESS ADDRESS:	
WILL YOUR BUSINESS BE (CHECK ONE) <input type="checkbox"/> A SOLE PROPRIETORSHIP? <input type="checkbox"/> A PARTNERSHIP? <input type="checkbox"/> WORKER CO-OP	PLEASE ATTACH A COPY OF THE PARTNERSHIP AGREEMENT AND ENSURE ALL PARTNERS HAVE COMPLETED A PERSONAL INFORMATION SHEET
	<input type="checkbox"/> A CORPORATION? PLEASE ATTACH A COPY OF YOUR ARTICLES OF INCORPORATION IF ALREADY INCORPORATED AND SHAREHOLDER BREAKDOWN.

DOES YOUR SPOUSE OR ANY OTHER FAMILY MEMBER PRESENTLY HAVE OR HAS EVER HAD A NEW VENTURES OR YOUTH VENTURES LOAN? IF YES, PLEASE SPECIFY:

---

B) BUSINESS TYPE (CHECK ONE ONLY)

<input type="checkbox"/> RETAIL	<input type="checkbox"/> FOOD
<input type="checkbox"/> SERVICE	<input type="checkbox"/> CONSTRUCTION
<input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> WHOLESALE
<input type="checkbox"/> TOURISM	<input type="checkbox"/> OTHER

## 2. PERSONAL INFORMATION

SURNAME	GIVEN NAMES	TITLE (MR/MISS/MS)	AGE	YEAR    MONTH    DAY	SEX M/F	SOCIAL INSURANCE NUMBER
PRESENT ADDRESS	NO. & STREET	APT. #	CITY/TOWN		PROVINCE	POSTAL CODE
PERMANENT ADDRESS	NO. & STREET	APT. #	CITY/TOWN		PROVINCE	POSTAL CODE
CURRENT TELEPHONE NO. (      )	PERMANENT TELEPHONE NO. (      )	HAVE YOU PREVIOUSLY OBTAINED A STUDENT OR NEW VENTURES LOAN? <input type="checkbox"/> STUDENT VENTURE <input type="checkbox"/> NEW VENTURES <input type="checkbox"/> YES, IF SO GIVE DATE(S) <input type="checkbox"/> NO				
IF YOU ARE NOT AVAILABLE DURING NORMAL BUSINESS HOURS, WHO MAY WE LEAVE A MESSAGE WITH? NAME: _____ TELEPHONE NO. (      )						
PLEASE TELL US THE NEAREST RELATIVE WHO IS NOT LIVING AT HOME WITH YOU NAME: _____ ADDRESS: _____ TELEPHONE NO. (      )						
CITY AND PROVINCE		POSTAL CODE	RELATIONSHIP			

## 3. EDUCATION

TYPE OF SCHOOL	SCHOOL NAME AND LOCATION	YEAR ATTENDED FROM YEAR MONTH	TO YEAR MONTH	CIRCLE LAST GRADE COMPLETED	FIELD OF STUDY OR AREA OF SPECIALIZATION	TYPE OF DIPLOMA CERTIFICATE OR DEGREE OBTAINED
SECONDARY				9 10 11 12 OAC		
COMMUNITY COLLEGE/ UNIVERSITY				1 2 3 4 5		
OTHER, (SPECIFY)				1 2 3 4 5		
ARE YOU RETURNING TO SCHOOL FULL-TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF SO, WHERE?					SO THAT WE MAY RESPOND TO MEDIA REQUESTS, PLEASE INDICATE WHICH LANGUAGE(S) YOU SPEAK.  <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> OTHER:	
ARE YOU A CANADIAN CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO    LANDED IMMIGRANT? <input type="checkbox"/> YES <input type="checkbox"/> NO    ONTARIO RESIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO						

## 4. EMPLOYMENT HISTORY

- PLEASE PROVIDE INFORMATION OF YOUR MOST RECENT EMPLOYMENT IF APPLICABLE OR ATTACH A RESUME:

COMPANY NAME:	TELEPHONE:
ADDRESS:	GROSS ANNUAL INCOME
TITLE:	DATE EMPLOYED FROM: _____ TO: _____
RESPONSIBILITIES	
PREVIOUS EMPLOYER:	DATE EMPLOYED FROM: _____ TO: _____

# PERSONAL INFORMATION SHEET

*cont'd*

## REAL ESTATE OWNED

LOCATION	REGISTERED OWNER	YEAR PURCHASED	PURCHASE PRICE	CURRENT VALUE
			\$	\$

## DETAILS OF LIABILITIES

INDIVIDUAL/INSTITUTION HOLDING DEBT	AMOUNT OF ORIGINAL LOAN	CURRENT LOAN OUTSTANDING	MONTHLY PAYMENTS	LOAN DUE DATE	PURPOSE OF LOAN
	\$	\$	\$		
	TOTAL OUTSTANDING	\$			

## PERSONAL FINANCIAL STATEMENT AS AT (DATE)

YEAR    MONTH    DAY

ASSETS		LIABILITIES	
CASH	\$	MORTGAGE(S) OWING	\$
LIQUID ASSETS		CREDIT CARD(S) OWING	\$
(STOCKS, BONDS, ETC.) PLEASE ITEMIZE:			\$
AUTOMOBILE (CURRENT VALUE)	\$		\$
REAL ESTATE (TOTAL PRESENT VALUE)	\$	LOANS (TOTAL OUTSTANDING)	\$
<b>TOTAL ASSETS</b>	<b>\$</b>		<b>TOTAL LIABILITIES</b> \$

NET WORTH (TOTAL ASSETS MINUS TOTAL LIABILITIES) \$

DO YOU HAVE ANY GUARANTEES OR OTHER LIABILITIES OUTSTANDING?  YES  NO

DETAILS, INCLUDING AMOUNTS

ARE THERE ANY JUDGEMENTS OR LEGAL PROCEEDINGS AGAINST YOU?

DETAILS, INCLUDING AMOUNTS

PLEASE LIST ALL SOURCES AND AMOUNTS OF MONTHLY INCOME

## CERTIFICATE

I CERTIFY THAT ALL OF THE INFORMATION GIVEN BY ME IN THIS APPLICATION IS TRUE AND COMPLETE.  
I AUTHORIZE THE OFFICERS OF THIS FINANCIAL INSTITUTION OR THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OR THEIR AGENTS TO MAKE ALL NECESSARY CREDIT INVESTIGATIONS OR CREDIT REPORTING AND PROVIDE THE ONTARIO DEVELOPMENT CORPORATION WITH ALL RELEVANT INFORMATION. I APPROVE THE DISCLOSURE OF ANY INFORMATION CONCERNING THE UNDERSIGNED TO ANY CREDIT REQUESTING AGENCY.

I AGREE THAT THE ONTARIO DEVELOPMENT CORPORATION MAY MAKE A PUBLIC ANNOUNCEMENT RELATING TO THIS YOUTH VENTURES LOAN, IF APPROVED, AND ALSO HAS THE RIGHT TO AUDIT THE RECORDS OF MY BUSINESS DURING THE GUARANTEE PERIOD.

I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IN THIS APPLICATION AND ANY ACCOMPANYING MATERIALS MAY RESULT IN REJECTION OF THIS APPLICATION OR IMMEDIATE DEMAND FOR REPAYMENT OF THE LOAN IN FULL TOGETHER WITH ANY INTEREST ACCRUED THEREON.

I AUTHORIZE THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE AND THE ONTARIO DEVELOPMENT CORPORATION TO PROVIDE THE LENDER WITH ALL RELEVANT INFORMATION.

## NOTICE

ALL INFORMATION IS COLLECTED UNDER THE AUTHORITY OF ORDER-IN-COUNCIL 701/85 AND 916/85 FOR THE PURPOSE OF ADMINISTRATING THE YOUTH START-UP CAPITAL PROGRAMS. FOR FURTHER INFORMATION CONTACT: MANAGER, YOUTH VENTURES, SUITE 1160, 4 ROBERT SPECK PARKWAY, MISSISSAUGA, ONTARIO L4Z 1S1

**IT IS AN OFFENCE TO OBTAIN OR TO ASSIST ANOTHER TO OBTAIN A YOUTH VENTURES LOAN BY FRAUD OR FALSE PRETENCE.**

X

APPLICANT'S SIGNATURE

DATE

NOTE: COMPLETE A PERSONAL INFORMATION FORM FOR EACH APPLICANT, CO-APPLICANT AND SHAREHOLDER. IF MORE FORMS ARE REQUIRED, PLEASE MAKE PHOTOCOPIES

# **WRITTEN BUSINESS PLAN**

As part of your Youth Ventures business proposal you must submit a written business plan, which includes a one year cashflow forecast. The business plan serves as the game plan for operating your business. Additional information pertaining specifically to your business should be included where necessary.

*If space provided is insufficient, please attach separate sheets. To qualify for a loan it is essential that you answer all questions and complete the cashflow forecast. Your application will not be processed unless all sections are fully completed.*

A basic example of a cashflow forecast (including sales and cost estimations) is available on pages 15 and 16.

## **MANAGEMENT**

Will operating your business be your sole means of employment or income?

Yes     No

If not, outline how you will make time available to devote to the business and indicate all other forms of employment and income.

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List the skills you have acquired to assist you in operating your business. Include education as well as relevant work experience. (*Attach a resume.*)

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## **MARKETING AND OPERATING PLAN**

### **Product or Service**

Describe in detail your proposed business operation outlining the product(s) or service(s) you plan to provide.

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### **Costs and Prices**

What does it cost you to offer your product(s) or service(s) to your customers? Cost may be expressed per unit, hour or job. Provide a breakdown of how you determined your cost including materials, labour, inventory and overhead cost.

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What price will you charge customers for your product(s) or service(s)? State prices in terms of quantity or fee per hour. If prices vary, give an example. Provide a breakdown of how you arrived at your prices. Include your costs and markup or profit margins. Take into consideration overhead, labour, rental and other expenses.

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### **Customers**

What market research have you conducted to determine how many potential customers are in the areas you plan to operate? The research may include door-to-door, telephone, or mail surveys, and statistical data. Please provide *both* the details of the *research* (e.g. copy of questionnaire or survey, or how many people you have called) and the *results*.

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What are the characteristics of your customers? (e.g. What are their age groups? Income levels? Where will you sell your product or service? Why are they your customers?)

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### **Promotion and Advertising**

Describe any promotion and advertising that you plan to conduct to inform customers about your business and to generate sales throughout the year. How much do you plan on spending for advertising and promotion during your first year? Provide a breakdown of how much you will spend on each type of advertising (e.g. business cards, flyers, newspaper, radio, etc.) and in which months these expenditures will occur.

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Explain how your proposed advertising campaign will reach your specific customer group.

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### **Competition and Suppliers**

List your competitors and their locations. How long have they been in business? What are their strengths and weaknesses? What advantages do you have over your competition that will make customers buy from you?

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Who are your suppliers and what credit terms, if any, have you established with them?

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### **Sales/Revenues**

Explain how you estimated your projected sales listed in your cashflow forecast on page 18. The information presented in your proposal will form the basis for estimating your sales. The sample cashflow forecast on pages 15 and 16 will provide an example of how to estimate sales. Please attach any contracts or proof of sales that you have obtained. Take into consideration market research, units sold per month, jobs completed, etc.

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## *Financial*

Itemize major expenditures to show total start-up costs including funds required for day-to-day operation.

What is the source of your contribution? (Refer to and complete Certificate of Equity Schedule "C".)	<input type="checkbox"/> Personal Cash	<input type="checkbox"/> Borrowed	
		Amount	\$
What is the amount of the Youth Ventures loan you are applying for?		Amount	\$
Other sources of funding.		Amount	\$
		Total Funds	\$

If you paid to have this application prepared, state the name of the company or individual(s):

Fee Paid: \_\_\_\_\_

Complete the attached projected cash flow and income statement. An explanation is provided for the terms used on the statements.

# **CERTIFICATE OF EXPENDITURES**

## **SCHEDULE "A"**

Loan Number: \_\_\_\_\_

Name of Borrower: \_\_\_\_\_

Address of Borrower: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address of Business: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

I/We certify that the supporting invoices listed in the Schedule of Expenditure (reverse side of this form) have been paid to the supplier and relate to the financing project of the Youth Ventures Application. All the capital expenditures are in my possession and ready for operation.

I/We certify that the information provided is accurate and understand that it is being relied upon by the Youth Ventures Program to validate that the funds have been applied towards the business start-up.

X  
\_\_\_\_\_  
APPLICANT'S SIGNATURE

DATE

X  
\_\_\_\_\_  
CO-APPLICANT'S SIGNATURE

DATE

## **SCHEDULE OF EXPENDITURES**

## **SCHEDULE "B"**

**Note:** Submit this form with supporting original invoices within six weeks of the approval and disbursement of the loan. The original invoices will be returned to you after they have been audited and a physical inspection of the expenditures has been undertaken at your place of business.

## Youth Ventures Program

Ontario Development Corporation  
4 Robert Speck Parkway, Suite 1160  
Mississauga, Ontario  
L4Z 1S1

## Attention: Manager

**FOR OFFICE USE ONLY**

Inspection confirmed:

INSPECTOR

#### Comments:

# **SAMPLE CASHFLOW FORECAST**

**NOTE:** Each business is unique. The following example, however, will show you the steps involved in projecting your cashflow needs.

## **VICTORIA'S VIDEO RENTALS**

*Victoria Wilson has decided to operate a video rental business.*

*Page 16 includes a sample cashflow forecast for her business.*

*Below is an explanation of how she calculated the various accounts.*

### **CASH RECEIPTS**

*(Money you get from all sources)*

Estimated Sales:

- Victoria is basing her revenues on rentals of videos and VCRs.  
She is using the following formulas to forecast sales:  
(Weekend rentals per day  $\times$  2 days  $\times$  rental price) +  
(Weekday rentals per day  $\times$  5 days  $\times$  rental price) = Weekly sales.  
Weekly sales  $\times$  4 = Monthly sales.  
For VCR rental income, Victoria will rent at \$8 per night.  
She expects rentals of VCRs to be on weekends.  
(2 days per weekend  $\times$  no. of VCRs  $\times$  \$8) = Weekly sales.  
Weekly sales  $\times$  4 = Monthly sales.  
**TOTAL MONTHLY SALES** = Monthly video rentals + Monthly VCR rentals.

Youth Ventures Loan:

Personal Cash Investment:

Loans:

- Amount of Youth Ventures loan requested.
- Total personal cash invested in the business.
- Victoria obtained a \$3,500 bank loan. Interest is charged at 11% per annum and the loan is for 24 months.

### **CASH DISBURSEMENTS**

*(Money you pay out)*

Purchase of Equipment:

- Purchase of all video store equipment (i.e. shelving to display videos, counter, cash register, store sign etc.)  
Victoria also plans to purchase a small stock of VCRs which she will rent out.

Rental Expenses:

- Monthly rental cost for business premise.

Labour Expenses:

- Victoria plans to hire a part-time employee.

Personal Drawings:

- Money for Victoria's personal living expenses. For purposes of this example, Victoria resides at home with her parents.

Materials:

- Cost of materials to provide the service. For Victoria, this is movies.  
She plans to increase her stock of movies and purchase new releases every month as funds permit.

Business Licenses and Fees:

- Business registration and cost of obtaining any necessary permits.  
Victoria also plans to obtain business advice regularly for which she will pay a small fee.

Advertising:

- Monthly cost of flyers, newspaper ads, yellow pages, etc.

Insurance:

- Premiums for damage, theft and liability, paid semi-annually.

Office Expenses:

- Utilities, telephone installation and monthly rental fee, as well as stationery, etc.

Other:

- Printing of customer membership cards and in-house movie catalogue.

Loan Repayment:

- Monthly payments on the bank loan.

Monthly Interest Payment:

- Interest payments on the Youth Ventures loan are required on a monthly basis during the first 12 months of the loan.

# SAMPLE CASHFLOW FORECAST

Please refer to the explanation of terms on page 17.

Name of Business:

VICTORIA'S VIDEO RENTALS

## CASH RECEIPTS (Money You Get)

Months (fill in calendar months)	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	TOTAL
Estimated Sales	2260	2400	2740	3380	3920	4150	4850	3830	3190	3190	4370	4950	43930
Youth Ventures Loan													7500
Personal Cash Investment													1500
Loans/Other income													3500
<b>Total Cash Receipts</b>	<b>14760</b>	<b>2400</b>	<b>2740</b>	<b>3380</b>	<b>3920</b>	<b>4850</b>	<b>4850</b>	<b>3830</b>	<b>3190</b>	<b>3190</b>	<b>4370</b>	<b>4950</b>	<b>56430</b>

## CASH DISBURSEMENTS

(Money You Pay Out)

Purchase of Equipment	3400	400	400	400	400	400	400	400	400	400	400	400	4300
Rental Expenses	800	400	400	400	400	400	400	400	400	400	400	400	5200
Labour Expenses (Employees)	nil	nil	300	300	300	300	300	300	300	300	300	300	3000
Personal Drawing	600	600	800	800	800	1000	1000	1000	1000	1000	1000	1000	10600
Materials	700	500	1000	1000	1300	1300	2000	500	500	500	1500	1500	19000
Business Licenses and Fees	50		100					100					250
Advertising	300	200	300	200	200	300	200	300	200	300	300	300	300
Insurance	400						400						800
Office Expenses	300	90	90	90	90	90	90	90	90	90	90	90	1290
Other (specify)	150	75	75	115	75	75	75	115	75	75	75	75	1055
Loan Repayment	170	170	170	170	170	170	170	170	170	170	170	170	2040
Monthly Interest Payment	60	60	60	60	60	60	60	60	60	60	60	60	720
<b>Total Cash Disbursements</b>	<b>13230</b>	<b>2095</b>	<b>2895</b>	<b>3295</b>	<b>3635</b>	<b>4195</b>	<b>4395</b>	<b>3795</b>	<b>2935</b>	<b>2895</b>	<b>3995</b>	<b>3995</b>	<b>51355</b>
<b>NET CASH : (Total Cash Receipts minus Total Disbursements)</b>													
Monthly Surplus	1530	305	85	285	655	455	35	255	295	375	955		
Monthly Deficit													
<b>Cumulative (to date)</b>	<b>1530</b>	<b>1835</b>	<b>1680</b>	<b>1765</b>	<b>2050</b>	<b>2705</b>	<b>3160</b>	<b>3195</b>	<b>3450</b>	<b>3745</b>	<b>4120</b>	<b>5075</b>	

# CASHFLOW FORECAST

The form on page 18 is a planning tool which enables you to have enough cash on hand to operate your business. It helps you to decide when to rent or buy necessary items. Timing your expenditures helps you avoid cash shortages. Study the samples on pages 15 and 16 before completing your cashflow. It is recommended you complete the working copy on page 18 before submitting your final cashflow forecast along with the rest of your proposal to the participating lender.

## CASH RECEIPTS

- Estimated Sales:  
(Gross Revenue) – Estimate the total amount of money you expect to receive when you sell your goods or services.
- Youth Ventures loan: – Enter the amount of money you need to borrow from Youth Ventures (not to exceed \$7,500) in the month you expect to receive it.
- Personal Cash: – Money invested in your project from personal resources or savings.
- Loans: – Money received for the business that is lent from banks, credit unions, friends or relatives.

## CASH DISBURSEMENTS

- Purchase of Equipment:  
(Fixed Assets) – Money you spend to purchase equipment.
- Rental Expenses: – Estimate of money spent on the rental of equipment and/or premises.
- Labour Expenses: – Total estimate of wages to be paid to employees, plus your employment expenses (i.e. employer's share of unemployment insurance, Canada Pension Plan deductions and Workers' Compensation premiums).
- Personal Drawings: – Money you need to cover personal expenses.
- Materials: – Items you need to buy which are consumed in performing the service or in manufacturing products such as paint, lumber, fabric. These are directly related to production or service delivery and to estimated sales. This category may also be used for inventory expenses if you are operating a retail outlet.
- Business Licenses and Fees: – Money you will spend for business registration, incorporation, municipal and provincial permits, etc.
- Advertising: – Advertising and promotion costs.
- Insurance: – Money you expect to spend on insurance premiums for liability insurance, vehicle insurance, etc.
- Office Expenses: – Money to be spent on office and administrative expenses (e.g. stationery supplies, business telephone, answering machine, etc).
- Other: – Any cost not provided for in the above list, but which is peculiar to your business (i.e. gas, accounting and bookkeeping costs, legal fees).
- Loan Repayment: – Loan repayment installments.
- Interest Payments: – Monthly interest payments on your Youth Ventures loan or on other loans.

## NET CASH

Calculate your **NET CASH** position for each month by subtracting total disbursements (money you pay out) from total receipts (money you get).

- If receipts are greater than disbursements, the difference is a monthly surplus.
- If disbursements are greater than receipts, the difference is a monthly deficit.
- To calculate cumulative net cash, add the monthly surplus to (or subtract the monthly deficit from) the cumulative net cash of the month before. For example, if you have a net cash surplus of \$500 in April, and then have a \$200 net cash deficit in May, your cumulative net cash at the end of May is \$300.

# CASHFLOW FORECAST

Please refer to the explanation of terms on page 17. Study sample on page 16.

Name of Business:

## CASH RECEIPTS

(Money You Get)

Months (fill in calendar months)	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Estimated Sales													
Youth Ventures Loan													
Personal Cash Investment													
Loans/Other income													
<b>Total Cash Receipts</b>													

## CASH DISBURSEMENTS

(Money You Pay Out)

Purchase of Equipment													
Rental Expenses													
Labour Expenses (Employees)													
Personal Drawing													
Materials													
Business Licenses and Fees													
Advertising													
Insurance													
Office Expenses													
Other (specify)													
Loan Repayment													
Monthly Interest Payment													
<b>Total Cash Disbursements</b>													
<b>NET CASH : (Total Cash Receipts minus Total Disbursements)</b>													
Monthly Surplus													
Monthly Deficit													
<b>Cumulative (to date)</b>													



Please read the guidelines and instructions *before* completing your business proposal.

# YOUTH VENTURES APPLICATION

ATTENTION APPLICANT(S): AFTER COMPLETING  
THE APPLICATION, DETACH AT PERFORATION,  
TAKE IT TO YOUR BANK/CAISSE REPRESENTATIVE  
AND ARRANGE FOR AN INTERVIEW.



# PERSONAL INFORMATION SHEET

A separate personal information sheet must be completed for each partner if the business operates as a partnership each shareholder for a corporation, and each co-op member for a Worker Co-op. Print clearly.

We will need to contact you to inform you of the status of your application or possibly to obtain further information. Please ensure that all information is accurate. Remember to sign your application. N.B. Youth Ventures loans are personal loans and should the business fail, applicants are still personally liable for repayment of any balance outstanding to the Province of Ontario.

## 1. BUSINESS INFORMATION

### A) STATE THE FULL NAME AND ADDRESS OF YOUR PROPOSED BUSINESS

BUSINESS NAME:

BUSINESS TELEPHONE NO

(        )

POSTAL CODE:

BUSINESS ADDRESS:

A CORPORATION?

### B) BUSINESS TYPE (CHECK ONE ONLY)

RETAIL

FOOD

SERVICE

CONSTRUCTION

MANUFACTURING

WHOLESALE

TOURISM

OTHER

WILL YOUR BUSINESS BE  
(CHECK ONE)

A SOLE PROPRIETORSHIP?

A PARTNERSHIP?

PLEASE ATTACH A COPY OF THE PARTNERSHIP AGREEMENT AND ENSURE  
ALL PARTNERS HAVE COMPLETED A PERSONAL INFORMATION SHEET

A CORPORATION?

PLEASE ATTACH A COPY OF YOUR ARTICLES OF INCORPORATION IF  
ALREADY INCORPORATED AND SHAREHOLDER BREAKDOWN.

DOES YOUR SPOUSE OR ANY OTHER FAMILY MEMBER PRESENTLY HAVE OR HAS EVER HAD A NEW VENTURES OR YOUTH VENTURES LOAN? IF YES, PLEASE SPECIFY:

## 2. PERSONAL INFORMATION

SURNAME	GIVEN NAMES	TITLE (MR/MISS/MS)	AGE	YEAR	DATE OF BIRTH MONTH	DAY	SEX M/F	SOCIAL INSURANCE NUMBER
PRESENT ADDRESS	NO. & STREET	APT. #	CITY/TOWN				PROVINCE	POSTAL CODE
PERMANENT ADDRESS	NO. & STREET	APT. #	CITY/TOWN				PROVINCE	POSTAL CODE
CURRENT TELEPHONE NO. (        )	PERMANENT TELEPHONE NO. (        )	HAVE YOU PREVIOUSLY OBTAINED A STUDENT OR NEW VENTURES LOAN? <input type="checkbox"/> STUDENT VENTURE <input type="checkbox"/> NEW VENTURES <input type="checkbox"/> YES, IF SO GIVE DATE(S)						<input type="checkbox"/> NO
IF YOU ARE NOT AVAILABLE DURING NORMAL BUSINESS HOURS, WHO MAY WE LEAVE A MESSAGE WITH? NAME: _____ TELEPHONE NO. (        ) PLEASE TELL US THE NEAREST RELATIVE WHO IS NOT LIVING AT HOME WITH YOU NAME: _____ ADDRESS: _____ TELEPHONE NO. (        ) CITY AND PROVINCE: _____ POSTAL CODE: _____ RELATIONSHIP: _____								

## 3. EDUCATION

TYPE OF SCHOOL	SCHOOL NAME AND LOCATION	YEAR ATTENDED FROM YEAR MONTH	TO YEAR MONTH	CIRCLE LAST GRADE COMPLETED	FIELD OF STUDY OR AREA OF SPECIALIZATION	TYPE OF DIPLOMA CERTIFICATE OR DEGREE OBTAINED
SECONDARY				9 10 11 12 OAC		
COMMUNITY COLLEGE/ UNIVERSITY				1 2 3 4 5		
OTHER, (SPECIFY)				1 2 3 4 5		
ARE YOU RETURNING TO SCHOOL FULL-TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF SO, WHERE?				SO THAT WE MAY RESPOND TO MEDIA REQUESTS, PLEASE INDICATE WHICH LANGUAGE(S) YOU SPEAK.		
ARE YOU A CANADIAN CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO    LANDED IMMIGRANT? <input type="checkbox"/> YES <input type="checkbox"/> NO    ONTARIO RESIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> OTHER		

## 4. EMPLOYMENT HISTORY

 - PLEASE PROVIDE INFORMATION OF YOUR MOST RECENT EMPLOYMENT IF APPLICABLE OR ATTACH A RESUME.

COMPANY NAME:

TELEPHONE:

ADDRESS:

GROSS ANNUAL INCOME

TITLE:

DATE EMPLOYED FROM:

TO:

RESPONSIBILITIES

PREVIOUS EMPLOYER:

DATE EMPLOYED FROM:

TO:

# **PERSONAL INFORMATION SHEET**

*cont'd*

## **REAL ESTATE OWNED**

LOCATION	REGISTERED OWNER	YEAR PURCHASED	PURCHASE PRICE	CURRENT VALUE
			\$	\$

TOTAL CURRENT VALUE

## **DETAILS OF LIABILITIES**

INDIVIDUAL/INSTITUTION HOLDING DEBT	AMOUNT OF ORIGINAL LOAN	CURRENT LOAN OUTSTANDING	MONTHLY PAYMENTS	LOAN DUE DATE	PURPOSE OF LOAN
	\$	\$	\$		
TOTAL OUTSTANDING		\$			

**TOTAL OUTSTANDING**

6

## **PERSONAL FINANCIAL STATEMENT AS AT (DATE)**

YEAR      MONTH      DAY

## **ASSETS**

## **LIABILITIES**

CASH	\$	MORTGAGE(S) OWING	\$
LIQUID ASSETS		CREDIT CARD(S) OWING	\$
(STOCKS, BONDS, ETC.) PLEASE ITEMIZE:			\$
AUTOMOBILE (CURRENT VALUE)	\$		\$
REAL ESTATE (TOTAL PRESENT VALUE)	\$	LOANS (TOTAL OUTSTANDING)	\$
<b>TOTAL ASSETS</b>	<b>\$</b>		<b>TOTAL LIABILITIES</b> \$

**NET WORTH (TOTAL ASSETS MINUS TOTAL LIABILITIES)** \$

DO YOU HAVE ANY GUARANTEES OR OTHER LIABILITIES OUTSTANDING?  YES  NO

DETAILS, INCLUDING AMOUNTS

ARE THERE ANY JUDGEMENTS OR LEGAL PROCEEDINGS AGAINST YOU?

**DETAILS, INCLUDING AMOUNTS:**

PLEASE LIST ALL SOURCES AND AMOUNTS OF MONTHLY INCOME.

**CERTIFICATE**

I CERTIFY THAT ALL OF THE INFORMATION GIVEN BY ME IN THIS APPLICATION IS TRUE AND COMPLETE.

I AUTHORIZE THE OFFICERS OF THIS FINANCIAL INSTITUTION OR THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OR THEIR AGENTS TO MAKE ALL NECESSARY CREDIT INVESTIGATIONS OR CREDIT REPORTING AND PROVIDE THE ONTARIO DEVELOPMENT CORPORATION WITH ALL RELEVANT INFORMATION. I APPROVE THE DISCLOSURE OF ANY INFORMATION CONCERNING THE UNDERSIGNED TO ANY CREDIT REQUESTING AGENCY.

I AGREE THAT THE ONTARIO DEVELOPMENT CORPORATION MAY MAKE A PUBLIC ANNOUNCEMENT RELATING TO THIS YOUTH VENTURES LOAN, IF APPROVED, AND ALSO HAS THE RIGHT TO AUDIT THE RECORDS OF MY BUSINESS DURING THE GUARANTEE PERIOD.

I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IN THIS APPLICATION AND ANY ACCOMPANYING MATERIALS MAY RESULT IN REJECTION OF THIS APPLICATION OR IMMEDIATE DEMAND FOR REPAYMENT OF THE LOAN IN FULL, TOGETHER WITH ANY INTEREST ACCRUED THEREON.

I AUTHORIZE THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE AND THE ONTARIO DEVELOPMENT CORPORATION TO PROVIDE THE LENDER WITH ALL RELEVANT INFORMATION.

## NOTICE

ALL INFORMATION IS SUBJECT TO THE AUTHORITY OF ORDER-IN-COUNCIL 701/85 AND 916/85 FOR THE PURPOSE OF ADMINISTRATING THE YOUTH START-UP CAPITAL PROGRAMS. FOR FURTHER INFORMATION CONTACT: MANAGER, YOUTH VENTURES, SUITE 116A, 4 ROBERT SPECK PARKWAY, MISSISSAUGA, ONTARIO L4Z 1S1.

**IT IS AN OFFENCE TO OBTAIN OR TO ASSIST ANOTHER TO OBTAIN A YOUTH VENTURES LOAN BY FRAUD OR FALSE PRETENCE.**

X  
APPLICANT'S SIGNATURE

DATE

NOTE: COMPLETE A PERSONAL INFORMATION FORM FOR EACH APPLICANT, CO-APPLICANT AND SHAREHOLDER. IF MORE FORMS ARE REQUIRED, PLEASE MAKE PHOTOCOPIES.

# CERTIFICATE OF EQUITY

## SCHEDULE "C"

### *Completing Certificate of Equity (Schedule "C").*

You must complete the applicable Section "A" of this certificate and submit with the application to the lending institution at the time you apply for the loan.

Section "B" Part 1 and Part 2 will be completed by the lending institution.

If the funds are borrowed from friends, relatives or other non-lending institutions you must include with the application the following documentation:

- 1) Copy of the loan agreement, indicating lender's name, address, telephone number, relationship, terms of repayment, collateral, etc.
- 2) Copy of a sworn affidavit signed by the lender or representative, attesting that the loan will not be repaid before the Youth Ventures Loan has been paid in full.

### **SECTION A** (To be completed by applicant)

I/We \_\_\_\_\_ certify that the cash equity deposited into my business account in the amount of:

\$ \_\_\_\_\_ is from my personal savings on deposit at this institution.

\$ \_\_\_\_\_ has been transferred from my personal savings on deposit with \_\_\_\_\_, and I/We have attached the necessary documentation as proof that the funds have been on deposit with that lending institution for not less than 3 months.

\$ \_\_\_\_\_ is from proceeds of a loan, and I/We have attached a copy of the loan agreement indicating lender's name, address, telephone number, terms of repayments, collateral, etc.

(If the funds are borrowed from friends, relatives or other non-lending institutions, you must include with the loan agreement a sworn affidavit by the lender or representative that the loan will not be repaid before the Youth Ventures Loan is paid in full).

The cash deposited is my equity requirement to apply under the Youth Ventures Program and to obtain a loan for the purpose of starting a new business. I/We agree these funds will be applied according to the project specified in the Youth Ventures Application.

X  
APPLICANT'S SIGNATURE

DATE

X  
CO-APPLICANT'S SIGNATURE

DATE

### **SECTION B** (To be completed by lender)

#### **Part I**

We are satisfied that \_\_\_\_\_ has/have been banking with this institution for more than six months and that a transfer of funds in the amount of \_\_\_\_\_ has been made from their personal account to be deposited as cash equity towards a Youth Ventures Loan. We also confirm that the amount in question has been in the individual's personal account for at least three months.

#### **Part II**

We confirm that \_\_\_\_\_ is not a customer of this bank. A transfer of funds in the amount of \$ \_\_\_\_\_ has been received from \_\_\_\_\_ (name of lending institution if applicable) and has been deposited as cash equity requirement towards the Youth Ventures Loan.

X  
LENDER'S SIGNATURE

DATE

ADDRESS

# **WRITTEN BUSINESS PLAN**

As part of your Youth Ventures business proposal you must submit a written business plan, which includes a one year cashflow forecast. The business plan serves as the game plan for operating your business. Additional information pertaining specifically to your business should be included where necessary.

*If space provided is insufficient, please attach separate sheets. To qualify for a loan it is essential that you answer all questions and complete the cashflow forecast. Your application will not be processed unless all sections are fully completed.*

A basic example of a cashflow forecast (including sales and cost estimations) is available on pages 15 and 16.

## **MANAGEMENT**

Will operating your business be your sole means of employment or income?  Yes  No  
If not, outline how you will make time available to devote to the business and indicate all other forms of employment and income.

---

---

List the skills you have acquired to assist you in operating your business. Include education as well as relevant work experience. (*Attach a resume.*)

---

---

## **MARKETING AND OPERATING PLAN**

### ***Product or Service***

Describe in detail your proposed business operation outlining the product(s) or service(s) you plan to provide.

---

---

### ***Costs and Prices***

What does it cost you to offer your product(s) or service(s) to your customers? Cost may be expressed per unit, hour or job. Provide a breakdown of how you determined your cost including materials, labour, inventory and overhead cost.

---

---

What price will you charge customers for your product(s) or service(s)? State prices in terms of quantity or fee per hour. If prices vary, give an example. Provide a breakdown of how you arrived at your prices. Include your costs and markup or profit margins. Take into consideration overhead, labour, rental and other expenses.

---

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### **Customers**

What market research have you conducted to determine how many potential customers are in the areas you plan to operate? The research may include door-to-door, telephone, or mail surveys, and statistical data. Please provide *both* the details of the *research* (e.g. copy of questionnaire or survey, or how many people you have called) and the *results*.

---

---

What are the characteristics of your customers? (e.g. What are their age groups? Income levels? Where will you sell your product or service? Why are they your customers?)

---

---

### **Promotion and Advertising**

Describe the promotion and advertising campaign that you plan to conduct to inform customers about your business and to generate sales throughout the year. How much do you plan on spending for advertising and promotion during your first year? Provide a breakdown of how much you will spend on each type of advertising (e.g. business cards, flyers, newspaper, radio, etc.) and in which months these expenditures will occur.

---

---

Explain how your proposed advertising campaign will reach your specific customer group.

---

---

### **Competition and Suppliers**

List your competitors and their locations. How long have they been in business? What are their strengths and weaknesses? What advantages do you have over your competition that will make customers buy from you?

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---

Who are your suppliers and what credit terms, if any, have you established with them?

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### **Sales/Revenues**

Explain how you estimated your projected sales listed in your cashflow forecast on page 18. The information presented in your proposal will form the basis for estimating your sales. The sample cashflow forecast on pages 15 and 16 will provide an example of how to estimate sales. Please attach any contracts or proof of sales that you have obtained. Take into consideration market research, units sold per month, jobs completed, etc.

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## *Financial*

Itemize major expenditures to show total start-up costs including funds required for day-to-day operation.

What is the source of your contribution? (Refer to and complete Certificate of Equity Schedule "C".)	<input type="checkbox"/> Personal Cash	<input type="checkbox"/> Borrowed	
	Amount	\$	
What is the amount of the Youth Ventures loan you are applying for?	Amount	\$	
Other sources of funding.	Amount	\$	
	Total Funds	\$	

If you paid to have this application prepared, state the name of the company or individual(s):

Fee Paid: \_\_\_\_\_

Complete the attached projected cash flow and income statement. An explanation is provided for the terms used on the statements.

# CASHFLOW FORECAST

Please refer to the explanation of terms on page 17. Study sample on pages 15 and 16.

Name of Business: \_\_\_\_\_

## CASH RECEIPTS (Money You Get)

Months (fill in calendar months)

	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Estimated Sales													
Youth Ventures Loan													
Personal Cash Investment													
Loans/Other income													
<b>Total Cash Receipts</b>													

## CASH DISBURSEMENTS (Money You Pay Out)

Purchase of Equipment													
Rental Expenses													
Labour Expenses (Employees)													
Personal Drawing													
Materials													
Business Licenses and Fees													
Advertising													
Insurance													
Office Expenses													
Other (specify)													
Loan Repayment													
Monthly Interest Payment													
<b>Total Cash Disbursements</b>													
<b>NET CASH : (Total Cash Receipts minus Total Disbursements)</b>													
Monthly Surplus													
Monthly Deficit													
<b>Cumulative (to date)</b>													

# **CERTIFICATE OF EXPENDITURES**

## **SCHEDULE "A"**

Loan Number: \_\_\_\_\_

Name of Borrower: \_\_\_\_\_

Address of Borrower: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address of Business: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

I/We certify that the supporting invoices listed in the Schedule of Expenditure (reverse side of this form) have been paid to the supplier and relate to the financing project of the Youth Ventures Application. All the capital expenditures are in my possession and ready for operation.

I/We certify that the information provided is accurate and understand that it is being relied upon by the Youth Ventures Program to validate that the funds have been applied towards the business start-up.

X  
\_\_\_\_\_  
APPLICANT'S SIGNATURE

DATE

X  
\_\_\_\_\_  
CO-APPLICANT'S SIGNATURE

DATE

## **SCHEDULE OF EXPENDITURES**

## **SCHEDULE "B"**

**Note:** Submit this form with supporting original invoices within six weeks of the approval and disbursement of the loan. The original invoices will be returned to you after they have been audited and a physical inspection of the expenditures has been undertaken at your place of business.

## Youth Ventures Program

Ontario Development Corporation  
4 Robert Speck Parkway, Suite 1160  
Mississauga, Ontario  
L4Z 1S1

## Attention: Manager

**FOR OFFICE USE ONLY**

Inspection confirmed:

DATE

INSPECTOR

#### Comments:

# YOUTH VENTURES SUMMARY FORM

*To be completed by applicant.*

The information below can be obtained from your application.

## PERSONAL INFORMATION (OF APPLICANT)

COMPLETE FOR EACH APPLICANT, FOR ALL PARTNERS IN A PARTNERSHIP AND FOR ALL SHAREHOLDERS OF A CORPORATION.

NAME:		HOME TELEPHONE NO. (      )	SEX (M/F)
HOME ADDRESS:		POSTAL CODE: 	DATE OF BIRTH DAY    MONTH    YEAR 
EDUCATION		SOCIAL INSURANCE NUMBER 	
RESIDENT OF ONTARIO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> LANDED IMMIGRANT <input type="checkbox"/> OTHER (PLEASE SPECIFY) _____			
YOUR ANNUAL GROSS INCOME (FROM LAST OR PRESENT EMPLOYER)		YOUR NET WORTH	BUSINESS INVOLVEMENT <input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME

## PERSONAL INFORMATION (OF CO-APPLICANT)

COMPLETE FOR EACH APPLICANT, FOR ALL PARTNERS IN A PARTNERSHIP AND FOR ALL SHAREHOLDERS OF A CORPORATION.

NAME:		HOME TELEPHONE NO. (      )	SEX (M/F)
HOME ADDRESS:		POSTAL CODE: 	DATE OF BIRTH DAY    MONTH    YEAR 
EDUCATION		SOCIAL INSURANCE NUMBER 	
RESIDENT OF ONTARIO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> LANDED IMMIGRANT <input type="checkbox"/> OTHER (PLEASE SPECIFY) _____			
YOUR ANNUAL GROSS INCOME (FROM LAST OR PRESENT EMPLOYER)		YOUR NET WORTH	BUSINESS INVOLVEMENT <input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME

## COMPANY INFORMATION

COMPANY NAME:		DATE OF APPLICATION DAY    MONTH    YEAR 		
ADDRESS:		REGISTRATION DATE OF BUSINESS (CANNOT EXCEED 90 DAYS) DAY    MONTH    YEAR 		
TELEPHONE (      )		POSTAL CODE		
CLASSIFICATION <input type="checkbox"/> RETAIL <input type="checkbox"/> FOOD <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> SERVICE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> WHOLESALE DISTRIBUTION		OTHER (PLEASE SPECIFY) <input type="checkbox"/>		
NO. OF EMPLOYEES	START-UP	BY YEAR 3	AMOUNT OF EQUITY CONTRIBUTION (MUST BE IN CASH ONLY)	AMOUNT OF OTHER SOURCES OF FUNDING TOWARDS THE PROJECT
FULL-TIME			TOTAL START-UP COST	ESTIMATED SALES, FIRST YEAR OF OPERATION
PART-TIME			LABOUR EXPENSES	OPERATING PROFIT

I (WE) CONFIRM THAT THE ABOVE APPLICATION IS TRUE AND CORRECT.

X  
APPLICANT'S SIGNATURE

DATE

X  
CO-APPLICANT'S SIGNATURE

DATE

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE DEVELOPMENT CORPORATIONS ACT S.O.R. 1980, C. 117, S. 11 AND S. 12 AND WILL BE USED IN THE ADMINISTRATION OF THE YOUTH VENTURES PROGRAM. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO: MANAGER, YOUTH VENTURES PROGRAM, 4 ROBERT SPECK PARKWAY, SUITE 1160, MISSISSAUGA, ONTARIO L4Z 1S1.

# **YOUTH VENTURES EVALUATION FORM**

*To be completed by the lending institution.*

1. After your interview with the applicant please complete this Business Evaluation Form. To obtain a Youth Ventures Authorization number call: Metro Toronto Area (905) 279-1142, Outside of Metro Toronto 1-800-387-5616.
2. If the loan has been approved, tear along the perforated lines to remove this Business Evaluation Form and forward to Youth Ventures within 15 days of loan disbursement. Please ensure that the Summary Form on the back of this Business Evaluation Form has been completed by the applicant. Retain the application for your records and only submit it if you are making a claim on a defaulted loan.
3. If the applicant's loan is not approved please submit the application with the Business Evaluation Form for reimbursement of your processing costs.

Please address all correspondence to: **The Ontario Development Corporation**  
**Youth Ventures Program**  
 4 Robert Speck Parkway, Suite 1160  
 Mississauga, Ontario L4Z 1S1

APPLICANT(S)	DATE BUSINESS COMMENCES
INTERVIEWER	
BUSINESS NAME	DATE OF INTERVIEW

## **LENDER'S INFORMATION**

LENDER	TRANSIT NUMBER		
ADDRESS	LOAN AMOUNT		
POSTAL CODE	TELEPHONE NO.	FAX NO.	DATE OF CREDIT BUREAU REPORT
			YEAR    MONTH    DAY

## **ASSESSMENT OF APPLICANT(S)**

1. HAVE YOU VERIFIED APPLICANT(S)' AGE(S), ONTARIO RESIDENCY AND ELIGIBILITY TO WORK IN CANADA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. CREDIT RATING(S) CHECKED AND FOUND SATISFACTORY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. ARE YOU SATISFIED THAT THE APPLICANT(S) HAVE NO OTHER BUSINESS OR PERSONAL DEBT WHICH COULD AFFECT REPAYMENT OF THE YOUTH VENTURES LOAN?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. DO YOU JUDGE THE APPLICANT(S) TO HAVE THE PERSONAL COMMITMENT, MANAGEMENT AND TECHNICAL SKILL NECESSARY TO CARRY OUT THE BUSINESS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. HAVE THE APPLICANT(S) COMPLETED THE YOUTH VENTURES APPLICATION AND SUMMARY FORM PERSONALLY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. ARE YOU SATISFIED THAT THE EQUITY INJECTED IS BONA FIDE AND THE CERTIFICATE OF EQUITY IS COMPLETED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. HAS THE APPLICANT PROVIDED A CERTIFICATE OF ATTENDANCE FROM THE "RUNNING START" SEMINAR PROGRAM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. FOR A WORKER CO-OP, HAS APPLICANT SUBMITTED A LETTER OF GOOD STANDING FROM THE WORKER CO-OP FEDERATION OF ONTARIO?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

IS APPLICATION APPROVED?

LOAN APPROVED IN THE AMOUNT OF \$ \_\_\_\_\_

DATE OF LOAN AGREEMENT	YEAR    MONTH    DAY	DATE OF PROMISSORY NOTE	YEAR    MONTH    DAY
YOUTH VENTURES AUTHORIZATION NUMBER		SIGNATURE OF INTERVIEWER	

DATE OF LOAN DISBURSEMENT	YEAR    MONTH    DAY	DEPOSITED TO A BUSINESS ACCOUNT IN THE NAME OF THE NEW BUSINESS	YEAR    MONTH    DAY
CASH EQUITY \$ _____			



**ASK US.  
CALL THE  
YOUTH HOTLINE  
1-800-387-0777**

*Cette brochure est aussi disponible en français.*

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